imagistics

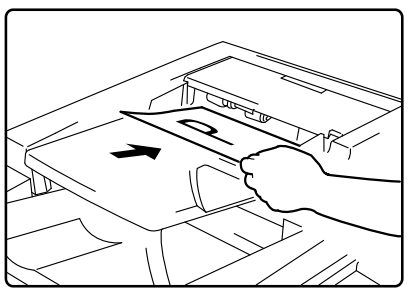
DL460/550
Quick Reference Guide

For Supplies call:1-800-462-6797
For Service call:1-800-243-5556
www.imagistics.com

Positioning the Original: For more information, see the User's Manual

Using the Reversing Automatic Document Feeder (RADF):

1. Place original(s) image side up in the feeder tray.
   - If using optional Finisher, make sure the originals are placed so that the desired staple location is in the far left hand corner (for corner staple/ letter copies only).
2. Adjust paper guides to the width of the paper.



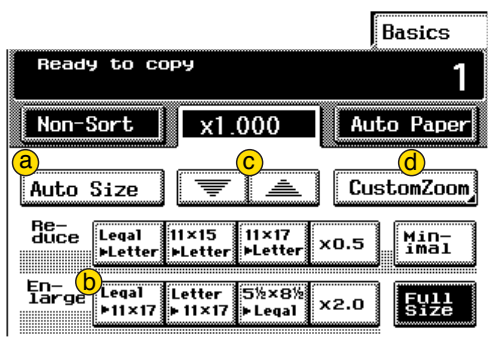
NOTES:

- For different size originals, see p. 2-2 in the User's Manual.
- Place originals face down if copying from the glass.
- For paper select info. see the User's Manual p. 3-9.

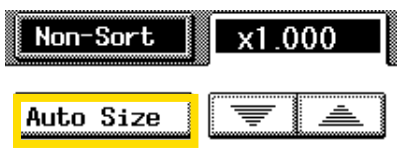
Zoom: For more information, see the User's Manual

The Zoom menu provides four options for reducing/enlarging

1. Under the "Basics" tab, touch "Zoom" then choose zoom option (a-d) that best suits your needs.



a Auto Size:



The machine automatically sets the reduce/enlarge ratio to fit the selected paper size.

- Touch [Auto Size]
- Select paper size from the paper select menu.

b Fixed Zoom:

This option allows you to enlarge or reduce an original to a different preset copy size.

- Make sure to select the correct paper size from the paper select menu.

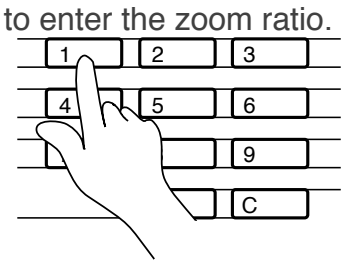
c Zoom Up/Down Keys:

The Up/Down arrows allow you to adjust the zoom ratio in increments of 0.001.

- You can hold down the arrow key to change the ratio quickly.

d 10 Key/Custom Zoom:

You can use the 10-Key Pad to enter the zoom ratio.



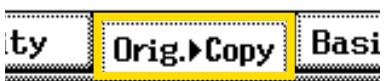
NOTES:

- For additional information on using the Zoom functions, see p. 3-14 in the DL460/550 User's Manual.

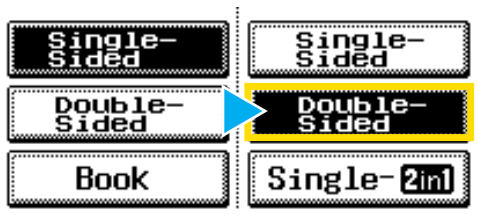
Original ▸ Copy Screen: For more information, see the User's Manual

Use the Original ▸ Copy screen when making 2-sided copies or working with 2-sided originals.

1. Load your originals
2. Touch [Orig. ▸ Copy] tab



3. To make two sided copies from one sided originals, touch [Double Sided] button.



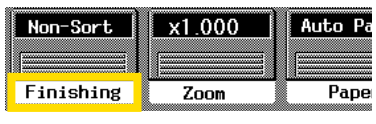
NOTES:

- For other Orig. ▸ Copy options, see p. 3-36 in User's Manual.
- If you have 2-sided originals, be sure to touch [Double Sided] original.

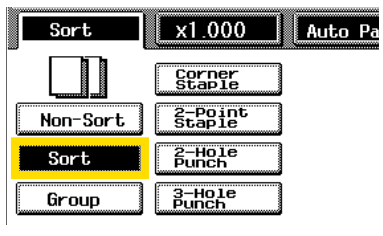
Finishing Options: For more information, see the User's Manual

Machine Sort and Staple

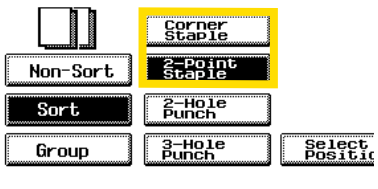
1. Touch [Finishing].



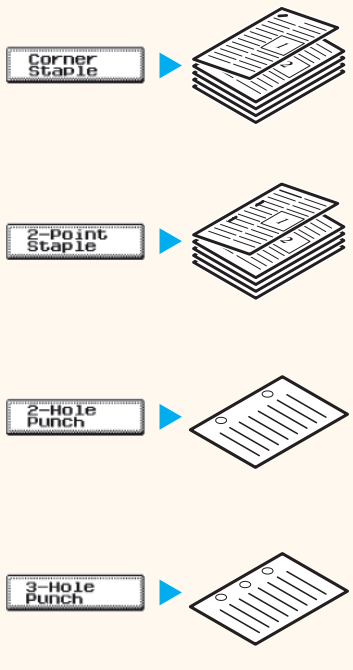
2. Touch [Sort].



3. Touch [Corner Staple] or [2-Point Staple].

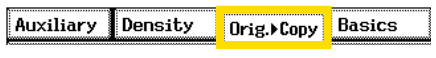


Finishing Options

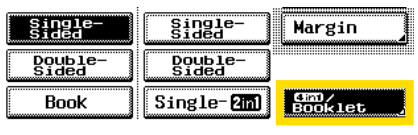


Creating and Binding a Booklet**

1. Select either Letter R or 11x17" paper.
   **See note*
2. Touch [Orig. ▸ Copy].

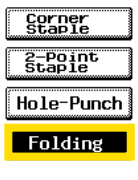


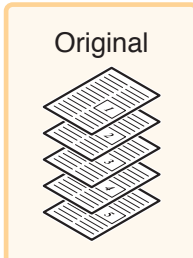
3. Touch [4in1/Booklet].



4. Touch [Booklet Creation]; then [Enter].

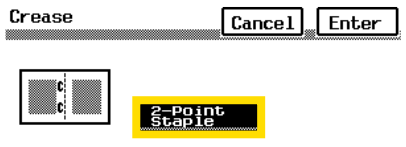
5. Open [Finishing] menu (select Basics then Finishing). Touch [Sort] then [Folding].





6. Touch [Crease].

7. Touch [2-Point Staple]; then [Enter].



NOTES:

- For more finishing instructions, see Chapter 3 of User's Manual.
- *Letter R for 5.5" x 8.5" booklet.
- *11" x 17" for an 8.5" x11" booklet.

**Finishing option only available with folding and stapling finisher(s).